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MEMORANDUM FOR: Deputy Director (Administration)

FROM : Comptroller

SUBJECT : Furnished Housing and the Transportation and Storage of Household Effects for Employees Proceeding to North East Asia [REDACTED]

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1. PROBLEM:--To develop a formal policy, to be incorporated into Agency regulations, concerning:

a. Providing furnished quarters at government expense for staff employees in Northeast Asia [REDACTED]

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b. Limiting the personal effects which an employee may transport to those areas at Agency expense.

c. Storage of personal effects remaining in the U. S. at Agency expense.

2. FACTS BEARING ON THE PROBLEM

a. This Agency, along with other U. S. Agencies is already providing furnished quarters to its employees [REDACTED] and to some extent in the Northeast Asia area. However, this Agency has not as yet adopted a general restriction or prohibition against employees transporting their household goods and effects to these areas.

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b. Under the emergency provisions of [REDACTED] it has already been found necessary in a number of cases to authorize the return of the personal household effects of employees from subject areas, and the storage of same in the U. S. at government expense.

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c. There appears to be ample legal precedent and authority for providing furnished quarters to employees

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at government expense, and for limiting the transport of personal effects to a necessary minimum. However, the payment by the Agency of storage charges on personal effects left behind in the U. S. can only be authorized after determination has been made of the existence of "emergency conditions" which prevents the employee shipping his effects overseas. (See Public Law 110, Sec. 5 (a) (1) (D) and [REDACTED] - See also Section 911 of the Foreign Service Act of 1946 P. L. 724.

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d. Foreign Service Regulation 165 (attached hereto as TAB-A) defines "Emergency Conditions" and provides that payments or reimbursements may be made to officers and employees of the Foreign Service to compensate them for the cost of storing their furniture and effects during the periods of assignment to posts to which, because of emergency conditions, they cannot take or at which they are unable to use such furniture and effects.

3. DISCUSSION

a. Agency employees [REDACTED] already being provided government furnished quarters, and in view of this fact the Agency should restrict and limit the amount of household goods and effects which may be shipped to that area.

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b. Attached as TAB-B is a memorandum dated 5 February 1962 from the Chief FE Division setting forth justification and recommendations for the adoption of an Agency policy which would provide furnished quarters to employees in the Far East, limit shipment of effects to that area to 3000 pounds, and provide for storage of personal effects in the U. S. at Agency expense.

c. There are sufficient facts at hand to support a determination that "emergency conditions" as defined by Foreign Service 165 and [REDACTED] exist [REDACTED] and North East Asia.

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4. RECOMMENDATION.--

a. That the Agency approve and publish a CIA Notice (TAB-C) which will formalize the policy of providing

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furnished quarters at government expense, limiting the transport of effects, and paying for the U. S. storage of effects, of employees in Northeast Asia and

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b. TAB-C also provides a means whereby this policy may be extended to other overseas areas as the need arises.

E. R. SAUNDERS
Comptroller

Concur:

*
Chief General Services

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verbally approved the recommendations contained in this paper before his departure overseas.

General Counsel

APPROVED

Deputy Director
(Administration)